

Job Description

Finance Coordinator

[Permanent Full Time]

Description: The Finance Coordinator is responsible for overseeing, coordinating and administering the financial records, systems and processes of the Society, including accounting, bookkeeping, payroll and benefits, record keeping, banking, insurance and all related financial and office administration.

The Simon Fraser Student Society is an equal opportunity employer.

This is a permanent position scheduled at 35 hours per week. This is a unionized position with membership in Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$31.99 per hour with additional benefits as defined in the Collective Agreement.

Goal: To provide and ensure consistent, timely and accurate financial management and administration of the Society's finances, financial systems, processes, and records in order to meet the Society's financial goals. To assist in ensuring compliance with all appropriate regulatory, policy and legal requirements, and to assist in securing and maintaining the long-term financial viability and stability of the Society.

Working Relationship(s)/Role in Organizational Structure: The Finance Coordinators work cooperatively in the Finance Office of the Society, and report to the CEO.

Duties and Responsibilities:

1. Administer and coordinate all financial systems and processes of the Society including general ledgers, internal accounts, accounts payable and accounts receivable, payroll (including all stipends), statutory remittances, insurance, budget monitoring, and other financial systems and processes as required
2. Monitor and record all cash disbursements, expenditures and receipts of the Society, ensuring timely, effective and accurate record keeping
3. Ensure appropriate policies procedures, and processes with respect to financial transactions (including but not limited to cheque requisitions and related authorization, budgetary expenditures, pay and benefits) are followed
4. Maintain and oversee the Society's banking systems (including but not limited to accounts, statements, records, and institutional arrangements), as well as maintaining the Society's insurance arrangements
5. Assist, support, counsel and advise the CEO with respect to financial matters, systems and processes related to the Society's commercial service operations (Retail Service areas)
6. Ensure all Society departments are providing timely, accurate, and appropriate financial reporting and remittances, including invoices, cash reports, and all other relevant financial information and records
7. Advise and maintain the Society's investments, financial instruments, loans, lease agreement provisions (financial), and other related matters

8. Ensure timely and accurate adherence to all statutory, regulatory, and policy regimes with respect to financial and related matters (including but not limited to tax remittance and insurance requirements)
9. Perform month-end and year-end procedures including, but not limited to preparing all month-end reconciliations and year-end working papers for the Society's annual audit
10. Provide regular reports on all Society financial activities as required and directed by the CEO, in all departments and areas, including but not limited to bank balances, cash flow reports, accounts payable and receivable reports, operational financial statements
11. Prepare the annual budget submission for SFSS
12. Undertake preparation and coordination, under direction of the CEO, the annual budget of the Society
13. Coordinate and assist the external auditors during their audit fieldwork. Ensure that all audited financial statement deadlines are met per Society reporting requirements.
14. Maintain the filing and record keeping systems of the Finance Office and Society as a whole as required, and administer the operations of the Finance Office (databases, administrative systems, supplies and equipment)
15. Maintain the confidentiality of the Society's financial business and other private information and records
16. Process expense claims

Required Skills and Experience:

17. A professional accounting designation (CPA) or equivalent education and full cycle accounting experience
18. In depth understanding of Canadian accounting principles for non-profit organizations
19. Solid Adagio (or equivalent accounting software), Accounts Payable, Accounts Receivable, Invoicing and General Ledger knowledge and experience
20. Solid Paymate Clarity (or equivalent payroll software) knowledge and experience with in-house payroll processing
21. Strong computing skills (Word processing and Excel)
22. Skills and solid experience with financial systems, financial reporting, financial and business planning, budget preparation and adherence to statutory, regulatory and other policy standards and requirements
23. Ability to accurately analyze, interpret, summarize, and present financial information
24. Ability to work in a demanding self-supervisory, multi-task environment within clear timelines
25. Strong interpersonal, and cooperative working skills
26. Excellent verbal and written communications skills
27. Strong administrative ability and organizational skills
28. Ability and willingness to maintain confidentiality
29. High attention to detail and a high level of accuracy

To apply, email your resume and cover letter to jobs@sfss.ca citing that you are applying for the **Finance Coordinator** position in the subject line. Acceptable formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than **noon (PST) on March 5th, 2018**. Only applicants who are selected for interviews will be contacted.